

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through **GSA Advantage!®**, a menu-driven database system. The INTERNET address **GSA Advantage!®** is: **GSAAdvantage.gov**.

Professional Services Schedule

GS-10F-0288X

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at **fss.gsa.gov**.

May 31, 2011 – May 30, 2016

SAM INCORPORATED

4511 Knox Road Suite 201

College Park, MD 20740

Phone: (301) 985-4060

Fax: (301) 985-4064

www.samincorp.com

Small

CUSTOMER INFORMATION

1. Table of Awarded Special Item Numbers (SIN):

SIN 874-7

RECOVERY SIN 874-7RC Professional Services Schedule

1b. Lowest Priced Model: Not Applicable

1c. Job Title Descriptions: Listed Below

2. Maximum Order: \$1,000,000

3. Minimum Order: \$100

4. Geographic Coverage: FOB Destination, Domestic delivery, with the exact time to be specified on individual Deliver/Task Orders

5. Point (s) of Production: United States of America

6. Discount from List Price: Applicable

7. Quantity Discounts: Applicable

8. Prompt Payment Terms: Net 30 days

9a. Purchases at or below Micro-Purchase Threshold: Accepted

9b. Purchases above Micro-Purchase Threshold: Accepted

10. Foreign Items: Not Applicable

11. Time of Delivery: From date of award to date of completion

12. F.O.B. point(s):

13. Ordering Address: SAM INCORPORATED

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College Park, MD 20740

14. Payment Address: Same as Ordering Address

15. Warranty: Not applicable

16. Export Packing Charges: Not Applicable

17. Threshold above Micro-Purchase: Applicable

18. Rental, Maintenance, Repair: Not Applicable

19. Installation: Not Applicable

20. Terms and Conditions for Services: Not Applicable

21. List of Service: Listed Below

22. Participating Dealers: Not Applicable

23. Preventative Maintenance: Not Applicable

24. Special Attributes: Not Applicable

25. DUNS: 027690812

26. Registered in CCR: Yes

Services (Labor Categories)	Minimum Education	Minimum Experience	Prices (IFF Inclusive)	Unit of Issue
Subject Matter Expert	BA	14	\$148.70	\$/Hour
Principal Consultant	MS	8	\$113.29	\$/Hour
Senior Consultant	BA	10	\$108.58	\$/Hour
Analyst I	BA	4	\$76.37	\$/Hour
Analyst II	BA	6	\$91.62	\$/Hour
Functional Specialist I	BA	8	\$96.20	\$/Hour
Functional Specialist	BA	6	\$92.84	\$/Hour
Business Analyst	BA	3	\$85.73	\$/Hour
Administrative Assistant	AA	1	\$51.15	\$/Hour
Senior Administrative Assistant	AA	3	\$60.89	\$/Hour

The awarded prices include the 0.75% Industrial Funding Fee.

The labor category descriptions are shown below.

The following labor category falls under the Service Contract Act (SCA):

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Administrative Assistant	01011 Accounting Clerk III	052103
<p>The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.</p>		

General Services Administration Mission Oriented Business Integrated Services (MOBIS) Requirements Matrix			
<u>Labor Category</u>	<u>Minimum Education Required</u>	<u>Relevant Years of Experience</u>	<u>Description</u>
Subject Matter Expert	BA/BS	14 years	Responsible for providing vision and strategy for consulting engagements, using state-of-the-art technology and tools. Individual is responsible for working with the client providing guidance and recommendations on user requirements. Requires an in-depth knowledge of information systems and management practices. Leads groups of managers, engineers, analysts and/or technicians in the project development, working between multiple clients and vendors. Develops high-level business plans strategies.
Senior Consultant	BA/BS	10 Years	Supports business operations and process analysis applying appropriate assessment and evaluation methodologies. Assists in the preparation of reports identifying findings as a result of analysis previously performed. Duties include activity and data modeling, developing modern business methods, identifying best practices and creating and assessing performance measurements. Will be highly engaged in the creation and delivery of work product including the preparation of policies and procedures and the delivery of client training in terms of those documents. May work under the supervision of the Principal Consultant, may manage staff or work independently.

Principal Consultant	MS	8 Years	Performs business operations and process analysis applying appropriate assessment and evaluation methodologies. Prepares comprehensive reports concisely applying findings and makes formal recommendation to executive and subordinate customer management. Applies process improvement and reengineering methodologies to manage and perform complex process modernization projects. Will be responsible for effectively managing the transition of an existing project team to a new team. The management of project teams in the performance of project tasks, goals and objectives supporting Management, Organizational and Business Improvement initiatives. Will be fully engaged in the creation and delivery of work product. Provide project management services. Interviewing, training, and providing other additional forms of knowledge transfer to the project staff and to the client including the preparation of policies and procedures and the delivery of client training in terms of those documents. Act as a key coordinator between multiple project (task) teams.
Analyst I	BA/BS	4 Years	Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Analyst 2, Task Leads, or Project Manager. Directs the activities of junior staff as necessary.
Analyst II	BA/BS	6 Years	Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within MOBIS functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.
Functional Specialist	BA/BS	6 Years	Possesses knowledge in designated field or discipline. Supports assessments of organization's challenges using specializes skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives. Works closed with senior Specialists or Task Leads.

Functional Specialist I	BS	8 Years	Possess demonstrated knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Directs the activities of Specialists or other staff as necessary on activities related to the specified field or discipline.
Business Analyst	BA/BS	3 Years	Performs general tasks in support of consulting services task orders. Responsible for supporting the management, organizational and business improvement consulting initiatives. Responsibilities will include performing financial analysis using established and approved client protocols and formulas and providing reports to the consulting Management Staff. A complete understanding of earned value, government contracting types, cost accounting principles, the FAR, DFAR and related or agency specific regulation in terms of financial reporting and certifications is required.
Administrative Assistant	AA/AS	1 Year	Performs general tasks in support of consulting services and to aid the Senior Administrative Assistant. Assists in typing reports from consulting engagements, proposals, and correspondence. Other responsibilities will include: preparing cost/expense reports, developing spreadsheet schedules, collecting timesheets, answering telephones, handling mail and maintaining files as they relate to consulting engagements.
Senior Administrative Assistant	AA/AS	3 Years	Performs general tasks in support of consulting services to aid in the ongoing administrative support to several consultants. Primary duties will include: typing reports, proposals, correspondence and other documentation with accuracy, coordinating travel, arranging meetings and maintaining staff schedules as they relate to consulting engagements. Additional responsibilities will include: preparing cost/expense reports, developing spreadsheet schedules, collecting timesheets and ensuring adherence to company policy, answering telephones, handling mail and maintaining files as they relate to consulting